



EXAMINATION OPEN TO THE PUBLIC

BUSINESS DEVELOPMENT MANAGER – DOMESTIC AND INTERNATIONAL

ANNUAL \$ 88,505	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$113,525	GROUP: MP 67	DATE: NOVEMBER 18, 2011	NO: 110710OCFD

PURPOSE OF CLASS: In the Department of Economic and Community Development, Business Development Division, this class is accountable for directing business development initiatives domestically and internationally.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 18, 2011:

GENERAL EXPERIENCE: Nine years of professional experience in business development which includes marketing, sales force management, financial analysis, proposal development and negotiation of complex business transactions, of which four years include international business development experience.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a business development managerial capacity. (NOTE: Business development managerial capacity is defined as a leadership of a business development unit managing and directing business development and sales initiatives which includes planning, organizing, directing and controlling resources.)

SUBSTITUTIONS ALLOWED: (1) College training in Housing and Community Development, Housing Studies, Housing and Human Environments, Public Administration or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in Housing and Community Development, Housing Studies, Housing and Human Environments, Urban Planning, Public Administration or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel domestically and internationally. Incumbents in this class may be required to speak a foreign language.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of principles and practices of economic development at international, federal, state, regional and local levels; considerable knowledge of domestic and international business development, marketing, sales and finance; considerable knowledge of foreign business structures, finance and economies; considerable knowledge of sales force management; considerable knowledge of capture management; knowledge of diverse cultures and customs; considerable negotiation skills; considerable interpersonal skills, considerable oral and written communication skills; ability to analyze business plans and financial statements.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION PROCEDURE In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. In your application detail your experience with business development at the international and domestic levels including marketing, sales force management, financial analysis, business proposal development and negotiation of business transactions. Also include your experience managing and directing the staff and operations of a business development unit, program or division including business and sales initiatives. Be specific as to actual duties performed and in what capacity. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by November 18, 2011.** A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. **Examination scores will be mailed by December 20, 2011.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.